

# Parent Manual

## WELCOME!



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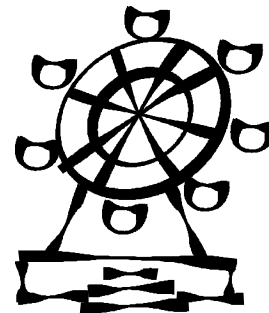
On behalf of the Westport Parks and Recreation Department, I would like to welcome you to our Summer Camp Program REcing CREW. This is an extremely popular program. The Parks and Recreation staff plan to make REcing Crew as enjoyable as possible for every camper.

Please make sure you read through this manual *thoroughly*. It contains much information about the program and will answer many simple questions. We ask that you share all the information with your child as well so they are familiar with the camp and what is expected.

Our mission at Westport Parks and Recreation is to develop and/or maintain a sense of well being and self-satisfaction through activities and experiences that are conducted either for pleasure or for achievement of physical, social or emotional successes. Programs are developed and planned by our professional and qualified staff to emphasize education and entertainment in a safe and positive leisure setting. Our ultimate goal being, to have fun and create a feeling of well being through organized activities where health, education and social adjustment is the underlying foundation.

To further carry out our mission, we have focused our philosophy of summer camp on providing a comprehensive schedule of varied recreational activities for children entering grades 5-8. These activities will contribute to the increased learning and better social adjustment of each camper. In order for us to achieve this, we will provide enjoyable group activity. The activities and games we offer will help develop desired positive social traits such as self-control, friendliness, courtesy, obedience, positive self-esteem and habits of fair play. While providing these kinds of activities, we endeavor to hold the camper's interest.

The promotion of all-around development of boys and girls, and meeting their needs and desires is essential. To accomplish this, we must instill a high level of motivation and personal satisfaction within staff members and the participants involved in our programs. The idea of having fun through organized activity while putting emphasis on health, physical fitness and a feeling of well being is our ultimate goal. We want every camper to gain something from his/her experience in our program that promotes a positive attitude, fosters self-confidence and contributes to their social and emotional needs.



# CAMP SESSIONS AND DATES

REcing Crew is held Monday through Friday and this year will use Coleytown Middle School as their home base as well as Longshore Club Park for their other on site activities. The hours are 8:45am - 3:15 p.m. daily.

SESSION I	June 28 - July 2
SESSION II	July 5 – July 9
SESSION III	July 12 – July 16
SESSION IV	July 19 – July 23
SESSION V	July 26 – July 30
SESSION VI	August 2 – August 6
SESSION VII	August 9 – August 13

## CAMP STAFF

Jason Frangenes and Kevin Cuccaro return this summer as the Camp's Directors. Jason and Kevin are both full- time teachers here in Westport at Bedford Middle School. The assistant director and activity instructors are teachers from surrounding school systems. The remaining staff of counselors ranges in age from juniors in high school to college graduates. The phone number for camp is 515-9036 or you can e-mail questions to Jason at [jfrangenes@westportct.gov](mailto:jfrangenes@westportct.gov).

## ARRIVAL AND DISMISSAL

Camp begins at 8:45 a.m. daily. Drop off your child no earlier than 8:30 a.m. in the back parking lot of Coleytown Middle School. For the safety of your child, do not drop off at any other location. If you arrive after 8:45 a.m., please park and walk your child to the athletic field on the side of the school and see a staff member for check in. **THERE ARE NO REQUESTS ACCEPTED FOR GROUP ASSIGNMENTS.**

Specific activity period ends at 3:00 p.m. At this time, campers return to the assigned area for dismissal. Campers will be escorted to the back parking lot of Coleytown Middle School for pick up at 3:15p.m. Failure to comply with the drop-off and pick-up policies will result in suspension of the child's time at camp.

- On **FRIDAYS** each week the camp will meet at **LONGSHORE CLUB PARK**. Please drop off and pick up your child in the *gravel parking lot adjacent to the marina* at the same drop off and pick up times as noted above. **DO NOT GO TO COLEYTOWN MIDDLE SCHOOL AND DO NOT PARK IN THE POOL PARKING AREA.**

The staff needs to check your child in as well as out daily. If someone else will pick up your child, please inform the staff in writing prior to pickup. We would like the name and phone number of the person also. If your child is sick or has other reasons for not attending camp on a particular day, please call the camp office to inform the staff of their absence. (515-9036)

## RAIN DAYS

On days that the camp is scheduled at Coleytown Middle School or scheduled for field trips, camp will take place indoors at the school. If there is rain on days when the camp is scheduled to visit Longshore Club Park, rain WILL CANCEL THE PROGRAM. If there exists on these days, the slightest possibility that rain may occur, it is up to you to listen to the radio and/or have someone available to collect your child immediately should camp have to be canceled during the day. It is expected that each camper will be picked up within fifteen minutes of the radio announcement. The radio station to listen to in case of inclement weather is WICC 600 AM. There is also a cancellation line you may call at any time. The number is **341-5074**. Announcements for cancellations will be made by 7:30 am. **PLEASE DO NOT CALL THE PARKS AND RECREATION OFFICE OR THE CAMP OFFICE.**

## WHAT TO BRING TO CAMP

- Your completed registration form **MUST** be brought with your child on the first day of the session and given to your child's assigned counselor. We must have a local emergency phone number **OTHER THAN THE PARENT. A CELL PHONE**, in addition to a home and work number for each child, is also needed if one is available.
- If your child will be riding a bicycle or bus to and from camp, you must send a written statement granting this permission and stating that you will not hold the Town of Westport, its' employees or agents responsible in case of accident or injury. This must be given to the child's counselor on the first day of the session.
- On days when camp is held at Longshore Club Park each camper should bring or wear a bathing suit under their clothing and also bring a large towel. If they choose to bring their bathing suit with them, they will be able to change in the locker rooms when they go to the pool. Money can also be brought if the child wishes to use the concession.

- Attire for EACH day should be a t-shirt, shorts/pants, and sneakers with socks. **No open toes shoes, "Crocs," sandals, flip-flops, tevas, and "Heelys" etc. No sneakers means no activity.** When camp is at Longshore you may bring sandals or flip-flops to wear at the pool but sneakers must be worn for activity. If the weather seems to be cool, a sweatshirt or jacket would also be appropriate.
- On certain field trip days, water activity may be a part of the program. Please bring or wear appropriate attire for that day.
- Snacks, lunch and plenty of drinks for the entire day.
- Sunscreen and a hat to protect the camper from the sun.

## MEDICATIONS AND ALLERGIES

Due to state regulations, staff can not administer medications to campers. If this will be a problem, please contact Karen Puskas at 341-5087 or [kpuskas@westportct.gov](mailto:kpuskas@westportct.gov). Please let staff know of any allergies that your child may have and if they are allergic to any food, paint, animals, etc. Please put this information on your registration card.

## FIELD TRIPS

**There is no camp on site on field trip days. If your child chooses not to attend the field trip, please do not bring him/her to camp.**

- Campers attending field trips are required to wear the camp T-shirt they were given on the first day. This will help our staff identify all children in the group. If you wish to purchase additional shirts, you may do so with the RECing Crew staff. The cost is \$6 per shirt and is based upon availability.
- Campers should bring a plastic bag lunch, drink and snack. All items must be disposable. NO COOLERS as many places do not allow them in.
- Extra money for souvenirs, food, etc. is optional.
- We ask that parents be aware of the pick up time on field trip days. Some trip days will have late pick-ups due to the distances traveled. This information will be printed in the weekly newsletter and again may be referenced on the attached sheet at the end of this manual.
- We ask the camper to:
  - Stay in their group
  - Respect their staff, each other and the place of which they are attending.
  - Keep track of their belongings
- **Some field trips will require the camper to either wear a bathing suit or bring one with them as water is involved. Please make note of these trips ahead of time so the camper is prepared. This information will also be printed in the weekly newsletter.**

## GENERAL RULES AND REGULATIONS

- ABSOLUTELY will no camper(s) engage in verbal or physical fighting and nor use abusive or foul language. This is grounds for immediate dismissal from the program **WITH NO REFUND.**
- Campers are to respect each other and all staff at all times. Discipline problems with any camper will not be tolerated. Parents will be contacted immediately and if the problem continues, the camper will be dismissed from camp **WITH NO REFUND.**
- At the end of each day, please be sure your child brings home ALL belongings. Lost and found will be maintained until Friday afternoon each week. Anything left will be discarded. We suggest writing your child's name on **EVERYTHING.**
- Campers must remember they are in a public area. Many people utilize the facilities at Coleytown Middle School and Longshore Club Park. Campers must respect the users of the area and stay in their assigned groups at all times.

# WHAT YOU CAN EXPECT FROM OUR STAFF...

- A program that is sure to be enjoyable for all campers.
- Quality instruction and supervision of every camper.
- An openness to all parental feedback. While we do provide the opportunity to evaluate our program at the end of each session, we do welcome all comments at any time.
- Lots of T.L.C. for every child!

The Westport Parks and Recreation Department wants this to be an enjoyable and fun summer for both you and your child. PARENTS ARE ALWAYS WELCOME. Consult your weekly newsletter for more information. This manual has been created to help you and your child understand the rules, regulations and policies of our department.

## IMPORTANT ITEMS AND NUMBERS TO REMEMBER AND REFERENCE

**CAMP PHONE NUMBER: 515-9036**

**Longshore                      341-5090**

**CAMP E-MAIL:     Jfrangenes@westportct.gov**

**CANCELLATION LINE:                      341-5074**

**RADIO INFO: WICC 600 AM**

### **DAILY CAMPER CHECKLIST**

- |             |          |                       |
|-------------|----------|-----------------------|
| • Lunch     | • Snacks | • Numerous drinks     |
| • Sunscreen | • Hat    | • Sneakers with socks |

### **FIELD TRIP DAYS CHECKLIST**

- |                     |                |                   |
|---------------------|----------------|-------------------|
| • Plastic bag lunch | • Snacks       | • Numerous drinks |
| • Towel             | • Bathing suit | • Extra money     |

***Please make sure your name is on EVERYTHING***